



Job Announcement

Position: Systems Administrator II \ Helpdesk
Department: Management Information Systems
Annual Salary: \$34,279.28
Supervisor: Randy Speights \ John Moody

Management Information Systems:

The Management Information Systems (MIS) Department, under the direction of the agency's Deputy Administrator, Administrative Services, provides the planning, delivery and support of technology related products and services for the agency, including: network connectivity, hardware infrastructure, database management, application development, disaster recovery planning, network security, website development, help desk support, telephone services, check printing, batch and system backup operations.

The MIS Department is also charged with researching technology trends, and formulating and communicating a "technology vision" that supports the agency's mission and goals.

Skills and experience needed:

- Microsoft Windows 7 & 10 configuration and support
- System imaging via Symantec Ghost, Microsoft WDS, or other vendors
- Productivity software support (Microsoft Office, Adobe Acrobat, etc.)
- Desktop hardware setup and support (PC, scanner, printer, etc.)
- Mobile device setup and support (Laptop, tablet, smartphone, etc.)
- Strong communication skills (written and presentation)
- Ability to work independently and as part of a team
- Strong customer service skills

Education and Experience Requirements:

The preferred candidate(s) for the position will have a bachelor's degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field and two years of directly related experience. If you are interested in this position, please submit an application to Human Resources by close of business Tuesday, January 19, 2016.